
EFFECTIVE

October 1, 2023.

**Subject(s)
Overview**

SRM 109, Respite Services and Engagement, is a new policy.

Respite is available to provide temporary and occasional relief to the child and the child's current placement caregiver, legal parent, or legal guardian to maintain the ability to meet the needs of the child and to support the well-being of the current placement caregiver. Caring for the needs of children who have experienced the trauma of neglect and/or abuse requires intensive time, effort, and skill.

Providing support through respite plays a crucial role in maintaining the stability and continuity of placements and promotes the well-being of children in care.

Note: Respite services can be provided by licensed or unlicensed providers.

Definitions

The following definitions are outlined in policy:

- Current placement caregiver.
- Respite provider.
- Quarter.

Eligibility

A child who is an abuse and/or neglect ward, including dual wards, and juvenile justice wards in any of the following placements are eligible to receive 12 days of respite per quarter:

- Licensed foster home.
- Relative caregivers.
- Adoptive placements.
- Legal parent(s) or guardian(s).
- Court ordered placements.

Children who are a part of the Serious Emotional Disturbances Waiver (SEDW) and referred by Community Mental Health (CMH), whether they are placed in foster care or not, qualify for respite.

Children who are in an adoptive placement or who have a finalized adoption may be eligible for respite; see [AAM 640, Post Placement-Use of the Adoption/Guardianship Medical Subsidy Program](#).

Note: For legal parents or guardians to qualify for respite, the child must be under the care and supervision of the Michigan Department of Health and Human Services (MDHHS).

Respite Criteria

The following criteria must be met while a child is receiving respite services:

- Current placement caregivers must not arrange or use more than five consecutive days of respite unless an exception is approved; see *Exceptions* below.
- During a respite event it is expected the current placement caregiver will check in with the respite provider daily.
- A plan must be developed between the respite provider and the child's current placement caregiver to ensure any activities related to the child's basic needs and the child's case service plan occur.
 - The respite provider should have knowledge of and some level of involvement in the child's case service plan as well as a familiarity with the child themselves, their needs, and personality.

For further information on respite care criteria see the policy item.

Exceptions

The MDHHS-6071, Respite Services Exception, must be completed and approved by the local office/agency director for the following types of respite:

- Additional days over the quarterly allotment of 12 days.
- Respite needed for more than five consecutive days.

Contact Requirements

The assigned case manager must be able to provide support to the respite provider, as needed.

The respite providers must be provided with the primary case manager and supervisor's contact information, in addition to the agency's after-hours contact information in the event of an emergency.

Clearances

Clearances must be completed upon identification of the respite caregiver and no more than 30 days prior to any respite stay on the MDHHS-6070, Unlicensed Respite Provider Clearances. For unlicensed respite providers, the following clearances must be completed prior to respite services being provided:

- Central Registry.
- Children's Protective Services history.
- Criminal history:
 - Internet criminal history access tool (ICHAT).
 - Public sex offender registry (PSOR).

Children's Protective Services (CPS) Investigations

Prior children's protective services (CPS) history must be reviewed for all prospective respite providers and adult household members prior to respite care. **If the respite provider or any adult household member is a confirmed perpetrator of child abuse and/or neglect of the following maltreatment types, the respite provider is not eligible to provide respite services; see [PSM 711-2, Definitions, Responsibilities and Maltreatment Types](#):**

- Physical injury.
- Mental injury.
- Sexual abuse.
- Sexual exploitation.
- Labor trafficking (includes sex trafficking).
- Physical neglect.
- Placing a child at unreasonable risk of harm.
- Medical neglect.
- Threatened harm of physical injury.
- Threatened harm of sexual abuse.
- Threatened harm of sexual exploitation.
- Threatened harm of labor trafficking.
- Threatened harm of mental injury.
- Threatened harm of physical neglect.
- Physical abuse.
- Mental injury.

- Child maltreatment.
- Failure to protect.
- Improper supervision.
- Abandonment.
- Threatened harm.

Individuals placed on Central Registry for confirmed serious abuse and/or neglect, confirmed sexual abuse, confirmed sexual exploitation, or confirmed methamphetamine production are prohibited from providing respite services.

County Director Approval

County director approval is required for a respite home in which a respite provider or adult household member was confirmed as a perpetrator of child abuse and/or neglect in a CPS investigation for threatened harm of placing child at unreasonable risk and threatened harm of medical neglect. For unlicensed respite providers document how the child is safe in the MDHHS-6070, Unlicensed Respite Provider Clearances, form.

Criminal History

All adult household members must have a state criminal history background check completed prior to a respite event. The following sources should be utilized to run the required background checks, Internet Criminal History Access Tool (ICHAT), Michigan Public Sex Offender Registry (MPSOR), the U.S. Department of Justice National Sex Offender Public Website (NSOPW), and police or court records/personnel. The date and results of all criminal history background checks must be documented on the MDHHS-6070, Unlicensed Respite Provider Clearances.

Prohibited Felony Convictions

Respite is prohibited if anyone residing in the home has a **felony** conviction for one of the following crimes:

- Child abuse/neglect.
- Spousal abuse.
- Crimes against children (including pornography).
- Crimes involving violence, including rape, sexual assault, or homicide but not including other physical assault or battery.

- Physical assault, battery, or drug related felony offense within the last five years.

Respite is prohibited if anyone residing in the home has been convicted of a sexual offense and is required to register as a sex offender

Convictions

Any misdemeanor or felony convictions must be evaluated by the assigned supervisor to determine respite suitability.

If respite occurs, the assessment of the conviction(s) must support the basis for the respite and describe how the child is safe in the respite provider's home. For unlicensed respite providers document how the child is safe in the MDHHS-6070, Unlicensed Respite Provider Clearances, form.

Expiration Date

If the date of the first respite event is more than 30 calendar days after the date the clearances were completed, new clearances must be completed. Clearances must be completed annually from the date of the first respite event.

Note: If a new household member moves into the respite home, clearances on the new household member must be completed as soon as possible.

Payment Procedures

There will be 12 days of respite available for each eligible child, per quarter. If a child changes placements, the number of respite days can be replenished to provide the new placement caregiver with adequate options for respite use, complete the MDHHS-6071, Respite Services Exception, when respite services are requested. For respite payments, see [FOM 903-09, Case Service Payments](#).

Reason: Requirement to establish a new respite program and policy from the FY 24 budget.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[SRM 109](#)